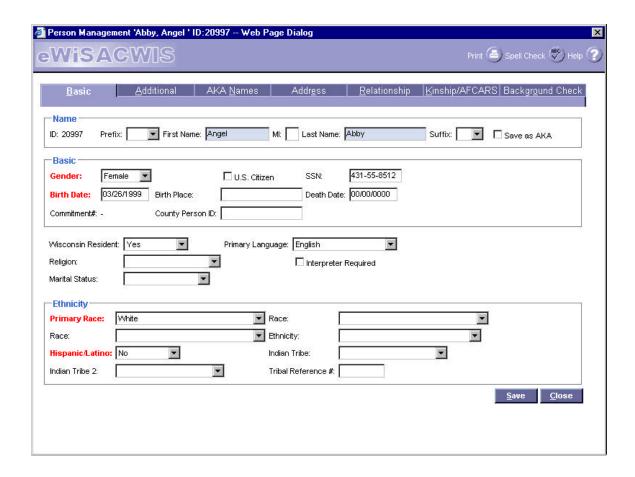# How Do I
Relative Placement – Non Kinship

Relative Placements (non-Kinship Care):
Placements in the home of relatives that are either authorized or supervised by your agency (this includes those that resulted from a court order as well as those that were not court ordered) should be documented in eWiSACWIS. In most cases these placements will <u>not</u> generate a payment (contact your supervisor or fiscal manager if a payment is needed). Often, a relative placement is the first placement a child experiences after their removal from their family home. This makes it important that this placement is recorded and that the "Date removed from his/her home" is accurately recorded on the Placement and Services page.
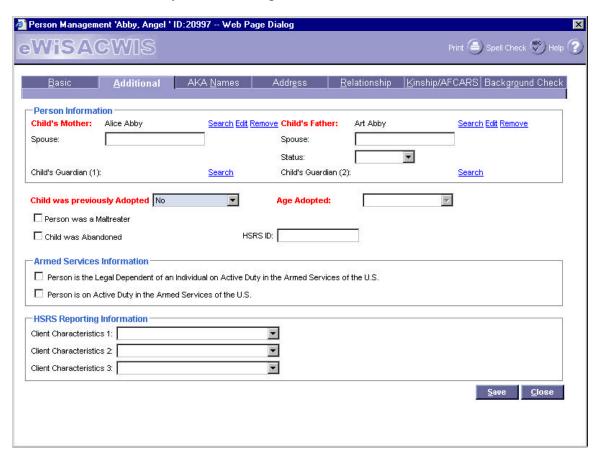

Person Management Page>Basic Tab
Step 1 of 5

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
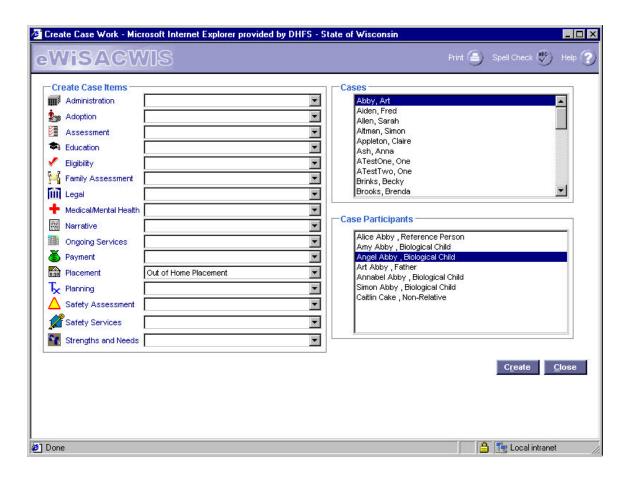
How Do I
Relative Placement – Non Kinship

- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

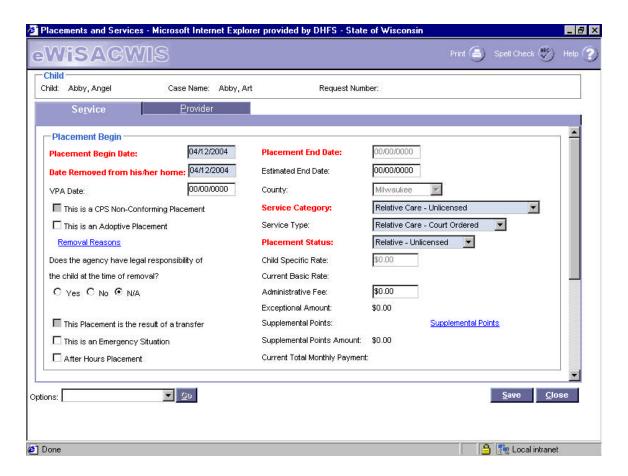## Person Management Page>Additional Tab
Step 2 of 5
- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.
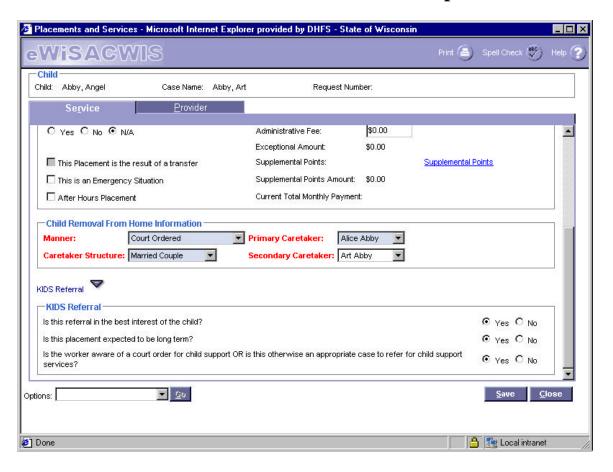
Create Casework Page

Step 3 of 5

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

How Do I
Relative Placement – Non Kinship

Placements and Services Page>Service Tab
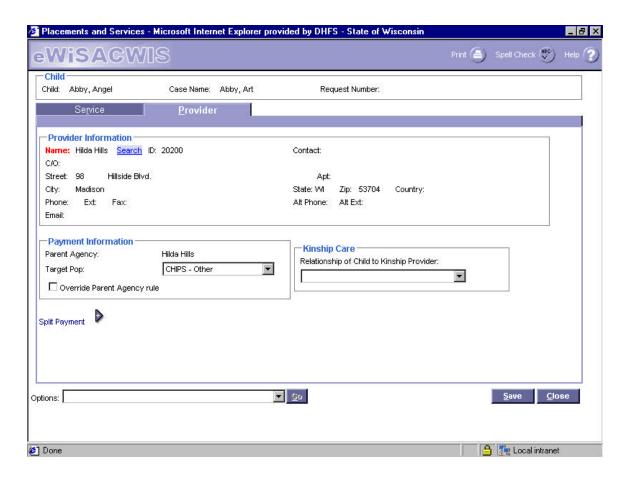*Step 4 of 5*
- On the Placements and Services page, Service tab, complete <u>all</u> needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Relative Care – Unlicensed
- In the Service Type field choose the appropriate value
- In the Placement Status field choose Relative-Unlicensed

How Do I
Relative Placement – Non Kinship

Placements and Services Page>Service Tab (continued)
Step 4 of 5
- Enter the Child Removal from Home Information if this placement is a removal from home.
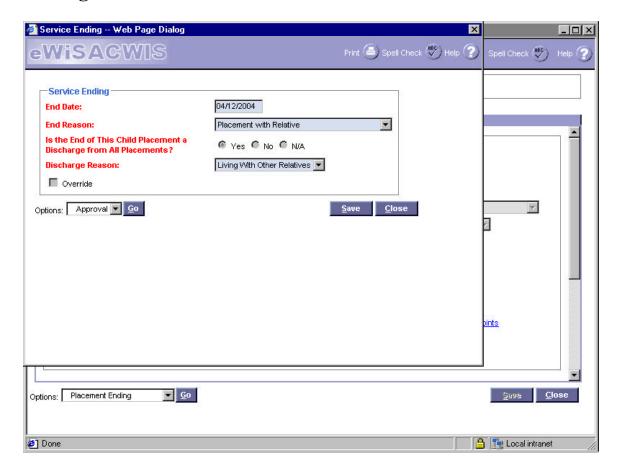- Select appropriate values for the KIDS Referral information.

Placements and Services Page>Provider Tab

Step 5 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is "CHPS Other".
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

How Do I
Relative Placement – Non Kinship

Ending a Placement in eWiSACWIS

Placements and Services Page>Service Tab
Step 1 of 1

- From the Service Tab of the Placements and Services Page select:
  Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: "Is the End of This Child's Placement a Discharge from All Placements".
- If the Child's Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.
- Click Close on the Placements and Services page.